

(CLASSIFICATION)

CENTRAL INTELLIGENCE AGENCY  
**EXECUTIVE MEMORANDUM**  
OFFICE OF THE DIRECTOR

EXECUTIVE MEMORANDUM No. 25

DATE 29 July 1962

MEMORANDUM FOR:

DEPUTY DIRECTOR (PLANS)  
DEPUTY DIRECTOR (INTELLIGENCE)  
DEPUTY DIRECTOR (RESEARCH)  
DEPUTY DIRECTOR (SUPPORT)  
COMPTROLLER  
INSPECTOR GENERAL  
GENERAL COUNSEL  
ASSISTANT DIRECTOR  
FOR NATIONAL ESTIMATES

Distribution:

- 1 - To each addressee
- 1 - Executive Director
- 1* - ER

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(CLASSIFICATION)

62-5249

25 JUL 1962

**SUBJECT: Conference Rooms In The Headquarters Building.**

You are all aware of the pressing need for additional space in the new headquarters building to facilitate better working conditions in some of the offices and to make room for an expansion of some of our activities. It has been pointed out that some offices perhaps are not using their Conference Rooms to the extent that was originally planned.

We have some forty-five rooms set aside in the new building for conference purposes and there would appear from this to be an unusually large amount of conference room space. Therefore, it is asked that you make a review of the Conference Rooms in your component and determine if there is a real need to continue to have all of this space allocated for such use. I would like to have a report from you on this by 15 August.

(signed) Lyman B. Kirkpatrick

Lyman B. Kirkpatrick  
Executive Director

O/DCI/ [ ] 25 July 62)

**Distribution:**

- 1 - To each addressee (DD/P, DD/I, DD/S, DD/R, Comptroller)
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